

# Town of Trumbull Ad Hoc Cable Television Advisory Committee Minutes of June 28, 2007

In attendance: Jim Somers, Vince Fini, Ray Baldwin, Kate Donahue, Patricia Zablocky, Jim Lang, John Annick, Deborah Cox

The meeting was called to order at 8:00 a.m. by John Annick.

John Annick informed committee members of the passing of Tam Panella, member of the ToT Ad Hoc Cable Advisory Committee and representative of the Trumbull Technology Foundation.

Annick reported that we have not received any recent grants from the Trumbull Technology Foundation. After discussion, it was decided that Annick will follow up with the Foundation.

Annick brought up for consideration of the committee the establishment of a policy regarding attendance at Cable Television Advisory Committee meetings for members. Annick suggested that after missing three consecutive meetings without sufficient and acceptable excuses, members be removed from the committee. Jim Lang suggested that removal of members missing three consecutive meetings be made at the vote of the committee. Consideration will be given to establishing this policy, and a vote will be taken at a future meeting.

After discussion on the status of AT&T, it was decided that Ray Baldwin will follow-up with Mary Pat Healy of AT&T and report back to the committee.

Kate Donahue reported on Simsbury, CT's Community/Government/Educational Access channels, stating that they employ a full-time Director of the Community Access Channel and run an annual fundraiser. Brief discussion was held on whether we should be fundraising, and Baldwin questioned what funds were needed by the Committee for support of channel 17. Discussion was held on what funds might be needed for technology, staffing and/or videographer fees. The issues of renovation to and relocation of the physical studio facility were raised, and Baldwin encouraged Annick to contact Jim Nugent, Chairman of the THS Building Committee, as soon as possible so that studio needs could be considered in the upcoming THS renovation effort.

Annick reported on upcoming programming planned and in the works. Included is a planned series on local business/career opportunities. Deborah Cox asked to be included in development of the series, and asked to have input into the scroll bar messages which welcome new businesses to the community.

Annick reported that he is working with Shawn Tait on reorganizing the contents of the scroll bar to group information together in a more logical manner.

After discussion, motion was made by Deborah Cox and seconded by Kate Donahue to elect James Lang as Vice Chairman of the Town of Trumbull Ad Hoc Cable Television Advisory Committee. **Vote: Motion Passed - Unanimous.**

Minutes from the May 24<sup>th</sup> committee meeting were reviewed. Patricia Zablocky questioned the Action Item included in the minutes to "review Patty Zablocky situation". Annick informed the committee that the "situation" was the question of whether Zablocky would continue as a member on the committee as it had been reported that she might be removed by the First Selectman. Zablocky indicated her willingness to continue to serve on the committee, and questioned the First Selectman on his intent. Baldwin responded that since he had not yet removed her from the committee that he "guessed he wasn't going to".

Jim Lang made the motion to accept the minutes of the May 24, 2007 meeting as presented, seconded by Cox. **Vote: Motion Passed – Unanimous.**

The minutes of the April 12, 2007 meeting were reviewed. Since the minutes were not complete and could not be easily recreated, after discussion it was decided to file the minutes as presented without making a motion to accept.

Kate Donahue reported that the Charter Communications Cable Advisory Council will meet on July 10, 2007. She will provide a report on that meeting at our next committee meeting.

John Annick and Jim Lang reported on the status of operations and equipment. New equipment at the studio has been received, installed and is operational. Lang reported that he has looked into sound issues occurring at the Town Council Chambers in Town Hall. Manuals were requested and received from the manufacturer of the microphone/sound system equipment installed in the Town Council Chambers. Lang has ensured the microphones are operating at optimal efficiency and confirmed that the system is working as it was intended for use in the room, but that the system is not intended for recording. Lang asked that the various Boards and Commissions Chairpersons make an announcement at the beginning of every meeting asking that the members use the microphones when speaking. Lang also sent a memo to the First Selectman, suggesting that the Town Council Chamber facility be better maintained so that the cables and wiring are kept in a neat and tidy condition.

Annick reported that he is in the initial stages of preparing a presentation to be made before the Board of Education, Board of Finance and Board of Education on Channel 17 and its initiatives. Discussion was held on what meaningful and instructive measurements should be included in the report. Deborah Cox volunteered to coordinate the development of a community survey in September with the input/support of other committee members.

Baldwin asked the Committee to look into volume issues with the broadcast of channel 17 as he finds it to be significantly louder than other stations broadcast on his home television. Lang will investigate.

Annick pointed out that we again did not have a representative of the Town Hall Technology Department at the Committee meeting, although Lori Vellardito had indicated she would be in attendance. Annick will follow-up with Liz Smith at Town Hall to ensure that a representative of the department will attend future meetings.

Annick distributed a listing of the current scroll bar messages being displayed on channel 17. He is working on reorganizing the messages into logical groupings and eliminating non-current messages. Lang asked how messages were scheduled for

deletion and addition. Since the system now in place is manual and dependent on Annick's review, Lang offered to look into the development of an Access database to aid in automating and streamlining the process.

**Correspondence:**

- Thank you from organizers of the Fairfield County Irish Festival
- Letter from St. Joseph's High School asking for surplus equipment. Annick is waiting for a response to his inquiry on this issue from Jeff Hackett/Trumbull Technology Foundation.
- E-mail from resident asking for a copy of a recent Town Council Meeting

Discussion was held on the issue of making copies of programs broadcast on channel 17 available for sale and available for public loan through the Trumbull Library. Policy Sub-Committee will investigate and report at next committee meeting with recommendations.

Annick reported on status of videographer pool and programming plans.

Lang asked who is filling the educational system oversight role at the present time since Tony Minotti's position is currently vacant. Annick will put this question to Ralph Iassogna, Superintendent of the Trumbull Public Schools.

**Action Items:**

- Reproduction/Distribution of Programs on DVD – Policy Sub-Committee
- Community Survey in Fall – D. Cox
- BOE oversight of channel 17 – J. Annick
- Technology Foundation / grants – J. Annick
- Technology Foundation/BOE/Trumbull Library (S. Horton)/Technology Department representatives at Committee meetings – J. Annick
- Surplus equipment from Technology Foundation for St. Joseph's – J. Annick
- Mary Pay Healy/AT&T follow-up – R. Baldwin
- Visits to Simsbury & Monroe – J. Lang
- Discussion of measurements for presentation – next meeting
- Discussion of policy for meeting attendance – next meeting

The meeting was adjourned at 9:38 a.m.

**Next Meeting:** To be scheduled in September 2007

Respectfully Submitted,

Patricia A. Zablocky